



BUILDING USE APPLICATION
Bellevue School District
12037 NE 5th Street, Bellevue, WA 98005; 425-456-4500

APPLICATION NO.

ORIGINAL 5015

INSTRUCTIONS: **PLEASE PRINT.** The applicant is to complete PART I ONLY. The facility scheduler will insert all estimated costs based upon the applicant's user classification and information provided. For further information, refer to Policy 9500 and Procedures 9500.1, 9500.3 and/or 9500.4.

PART I - APPLICANT INFORMATION

Name/Organization/Department: PTSA
Responsible Person: Penny Lara
Billing Address: P.O. Box 931
Bellevue, WA 98009
E-mail Address: Larapip@gmail.com
Daytime Phone: 425-681-6197

School Requested: Interlake High School
Rooms Needed: (attach list if needed) Auditorium / PAC +
Dates: (attach list w/times if more than one day) COMMONS
June 18th From 5:30-7:30pm
Day(s) of the Week (circle) (M) T W TH F SA SU

Non-Profit? YES / NO Primary Use: ADULT / YOUTH
Food Being Served? YES / NO Expected Audience #:

Time Entering Building: 5:30 Time Leaving Building: 7:30pm
Theater Entrance Time (if differs from above): Theater Exit Time: (if differs from above):
Performance Start Time: 6:00 Performance End Time: 7:30

Event Description: Student "send off" class 2012

FEES: A \$20.00 non-refundable processing fee must accompany this application. Facility Scheduler has copies of the current fee schedule, or one may be obtained on-line. Information may also be obtained from the Facility Use Office. Checks shall be made payable to Bellevue School District NO. 405. Please indicate the name of the location requested and application number on your check.

INSURANCE: Applicants agree by their signature hereto to hold the Bellevue School District harmless as a result of their use. In addition, prior to application approval, users may be required to supply a certificate of insurance with a reputable insurance firm, indicating full liability coverage (with the Bellevue School District listed as an additional insured) of at least \$1 million combined single limit bodily injury and property damage. *For use of all Performing Arts Centers (PAC), insurance is required.* **CANCELLATIONS:** School activities have preference over community use. Procedure 9500.1, sections 2.10 and 2.11, outline applicant cancellations and section 7.0 outlines District cancellations. Additional cancellation information for PACs is also located in Procedure 9500.4, section 3.0. Exceptions to the District cancellation procedure include a power curtailment or closure due to weather. PAC cancellations must be done 30 days in advance or up to half of the original estimate could be billed.

SCHOOL HOLIDAYS: School facilities are not available for community use during school functions or classified/administrative holidays. PAC rental during holiday schedules must be predetermined by staffing availability.

AGREEMENT: By the signature below, the applicant has read and agrees to the terms and conditions stated above, on the reverse side of this application (or page two when downloading on-line) and Bellevue School District Procedures 9500.1, 9500.3, and/or 9500.4. Approval by the District will be indicated by the issuance of this BUILDING USE APPLICATION, which has been signed by all parties.

ACCEPTANCE OF TERMS: [Signature] TODAY'S DATE: 5-10-12
APPLICANT SIGNATURE

Credit Card Payment Information:

Name on Credit Card: _____ Credit Card #: _____ Exp. Date: _____ Verification Code: _____
Credit Card Mailing Address: _____ City: _____ State: _____ Zip: _____
I hereby authorize Bellevue School District to charge my VISA or MasterCard \$ _____ Signature: _____ Date: _____

PART II - FEES ESTIMATE FOR SCHOOL/DISTRICT USE ONLY:

Calendared by School? YES / NO Calendared by District? YES / NO CLASSIFICATION: (1) 2 3 4 Custodian Assigned? YES / NO

Non-refundable Application Processing Fee:				CC Cash <input type="checkbox"/> \$20.00 <input type="checkbox"/> POS	
Facility Fee:	<input checked="" type="checkbox"/> Room(s) <u>Commons</u> X	# hours	X \$	<u>0</u>	# days = \$
	<input checked="" type="checkbox"/> Performing Arts Center (PAC)* X	# hours	X \$	<u>0</u>	# days = \$ <u>NO CHARGE</u>
Staff:	<input checked="" type="checkbox"/> PAC Site Supv <input type="checkbox"/> School Tech	# hours	X \$	<u>48.00</u>	# days = \$ <u>192.00</u>
	<input checked="" type="checkbox"/> Technician <input type="checkbox"/> Other	# hours	X \$	<u>32.00</u>	# days = \$ <u>128.00</u>
Custodial*:	<input type="checkbox"/> M-F <input type="checkbox"/> Weekend	# hours	X \$	<u>40.00</u>	# days = \$ <u>80.00</u>
Other (specify):		# hours	X \$		# days = \$
Season/Session:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	# hours	X \$		# days = \$
Special Instructions/ Comments:		# rooms		rate	
					TOTAL: = \$ <u>400.00</u>

Check#: _____ Check Amount: _____ POS Receipt No. _____

School Signature: _____ Date: _____
School signature insures coordination with custodial staff for event.

Facility Use Office Approval: _____ Date: _____